

Community Services Department
Tempe History Museum
ROOM RESERVATION REQUEST 2015



809 East Southern Avenue, Tempe AZ 85282

www.tempe.gov/museum

Phone: 480-350-5100 Fax: 480-350-5150

RESPONSIBLE PARTY INFORMATION (Must be present at meeting/event)

First Name	Last Name	Business Phone	Cell/Home Phone
Mailing Address	City	St	Zip
Email Address			

ALTERNATE CONTACT PERSON

First Name	Last Name	Business Phone	Cell/Home Phone
Email Address			

ORGANIZATION INFORMATION

Organization Name:			
Mailing Address (If different from Responsible Party)	City	St	Zip
Brief Description of Organization			

MEETING INFORMATION

Description of Meeting/Event:			
Number of Attendees:		# of Tables Needed:	# of Chairs Needed:
Will your meeting/event include any of the following (circle):	Food/Drink	Arts/Crafts	Amplified Music/DJ
Will your meeting/event need the use of the following (circle):	Microphone	Projection System	DVD/CD Player
Any special accommodations:			

This is an application only. All payments are due 3 weeks prior to the event. When payment is finalized, an event confirmation will be sent to you from the Tempe History Museum. ALL after-hours room rentals are contingent on staff availability. Any art display in the Community Room stays in place – providing guests a unique experience. By signing below I attest that I am at least 18 years of age, and have read, understand and agree to comply with all of the attached room reservation policies and procedures.

Signature of Responsible Party						Date	
FOR OFFICE USE ONLY		DATE RECEIVED:				Payment Information	
City Dept.	Com. Partner	Not for Profit	Resident	Non Resident	For Profit	DATE OF EVENT:	

TEMPE HISTORY MUSEUM
COMMUNITY ROOM (multi-purpose)

HOURS AVAILABLE:
Tues. – Sat. 10:00 am to 5:00 pm
Sunday 1:00 to 5:00 pm

ORGANIZATION NAME: _____

RESPONSIBLE PARTY: _____

OF PEOPLE ATTENDING: _____

DATES REQUESTED (PLEASE CIRCLE)

Please include set-up and take-down time when requesting dates & times

**Blacked out dates indicate facility not available

JANUARY 2015						
S	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2015						
S	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2015						
S	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SET-UP TIMES: _____

SET-UP TIMES: _____

SET-UP TIMES: _____

MEETING/EVENT TIMES: _____

MEETING/EVENT TIMES: _____

MEETING/EVENT TIMES: _____

TAKE-DOWN TIMES: _____

TAKE-DOWN TIMES: _____

TAKE-DOWN TIMES: _____

APRIL 2015						
S	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2015						
S	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2015						
S	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SET-UP TIMES: _____

SET-UP TIMES: _____

SET-UP TIMES: _____

MEETING/EVENT TIMES: _____

MEETING/EVENT TIMES: _____

MEETING/EVENT TIMES: _____

TAKE-DOWN TIMES: _____

TAKE-DOWN TIMES: _____

TAKE-DOWN TIMES: _____

JULY 2015						
S	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2015						
S	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2015						
S	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SET-UP TIMES: _____

SET-UP TIMES: _____

SET-UP TIMES: _____

MEETING/EVENT TIMES: _____

MEETING/EVENT TIMES: _____

MEETING/EVENT TIMES: _____

TAKE-DOWN TIMES: _____

TAKE-DOWN TIMES: _____

TAKE-DOWN TIMES: _____

OCTOBER 2015						
S	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2015						
S	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2015						
S	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SET-UP TIMES: _____

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MEETING/EVENT TIMES: _____

MEETING/EVENT TIMES: _____

MEETING/EVENT TIMES: _____

TAKE-DOWN TIMES: _____

TAKE-DOWN TIMES: _____

TAKE-DOWN TIMES: _____